



## PERSONNEL COMMISSION

**Class Code: 5141**  
**Salary Range: 12 (C1)**

### INSTRUCTIONAL AIDE – INTENSIVE READING CLINIC

#### JOB SUMMARY

Under immediate supervision, assist in the academic instruction and development of students involved in an intense reading tutorial learning center; assist in the monitoring, discipline and behavior modification of students; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Discuss classroom learning activities with teacher/specialist to coordinate instructional efforts and to implement reading clinic instructional programs. **E**
- Tutor or drill students, individually or in groups, following specific lesson plans prescribed in accordance with Seeing Stars®, Lindamood Phoneme Sequencing (LiPS®), and Visualizing and Verbalizing (V/V®) program guidelines. **E**
- Administer the Gray Oral Reading Test-4 (GORT-4), Woodcock Reading Mastery Test (Word Attack) and the Wide Range Achievement Test (Reading and Spelling) to students, under direction of the teacher/specialist, observing behaviors and responses, providing results to teacher/specialist for assessment. **E**
- Read stories to students; ask related questions to determine if understanding is being attained. **E**
- Tutor and assist students in identifying consonants and vowels by distinctive oral-motor features and assist students in learning to apply symbol imagery to decode written language. **E**
- Tutor and assist students in learning concept imagery as a function of language comprehension, following directions, critical thinking and attention deficit. **E**
- Correct such student classroom and homework assignments including printing, writing, spelling, punctuation and arithmetic exercises; compute and record scores and return to students. **E**
- Operate a variety of office and instructional equipment such as a copier, laminator, telephone, video cassette recorder and a computer and assigned software. **E**
- Perform a variety of clerical duties in support of classroom activities such as word processing, filing, maintaining records and files, recording attendance, completing forms and applications and measuring, cutting and duplicating materials. **E**
- Prepare various teaching aids by such methods as word processing, duplicating, collating, stapling and laminating to produce such materials as charts, graphs and other related materials. **E**

- Assist in classroom activities such as displaying educational materials, preparing bulletin boards and arranging furniture to facilitate instructional needs and create an orderly and clean classroom environment. ***E***
- Replenish supplies and materials from the stock room for classroom use. ***E***
- Observe and report significant student behavior, behavioral patterns, and/or problems to the teacher; assist the teacher in imposing discipline intended to control and modify student behavior. ***E***
- Accompany and monitor students in a variety of non-classroom activities including field trips, food service lines, playgrounds, bus lines and visits to health care facilities or community social service agencies. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. ***E***
- Provide instructional assistance to students in designated second language as assigned by the position.
- Attend and participate in reading clinic related workshops, in-services and training programs as assigned.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

An Instructional Aide - Intensive Reading Clinic works in a reading and writing based learning center with students who have been identified as not having attained age and grade appropriate literacy levels with traditional interventions. Utilizing specialized training methods, incumbents work under teacher/specialist direction with individual and small groups of students to provide support to and assist in the identification and correction of reading and comprehension deficiencies following specific lesson plans.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Learning patterns of children.

Concepts and principles of Seeing Stars® literacy program.

Concepts and principles of Visualizing and Verbalizing® literacy program.

Concepts and principles of Lindamood Phoneme Sequencing® literacy program.

Standardized administration of the Gray Oral Reading Test-4, Woodcock Reading Mastery Test and Wide Range Achievement Test.

English usage, grammar and punctuation.

Child behavior and behavior modification.

Record keeping techniques.

First aid.

Generally accepted standards of health and sanitation practices in child care.

**Ability to:**

Work with individual and small groups of students in reading tutorial program.  
Administer literacy competence specific tests and communicate results to educators.  
Motivate and encourage positive learning patterns and behaviors.  
Assist with the discipline of students in accordance with District policy.  
Print and handwrite legibly.  
Understand and follow oral and written instructions.  
Keep accurate records.  
Operate a variety of office and classroom equipment including a computer and assigned software.  
Give first aid or necessary comfort to ill or distressed students.  
Establish and maintain effective relationships with those contacted in the course of work.  
Demonstrate understanding and patience towards students.  
Demonstrate adaptability to changing circumstances and priorities within the learning environment.  
Demonstrate confidence, tact and the use of good judgment.  
Demonstrate a willingness to work collaboratively as an educational team member.

**Education and Training:**

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, incumbents must complete LBUSD training in the implementation of the Seeing Stars ®, Visualizing and Verbalizing ® and as needed, the Lindamood-Phoneme Sequencing ® programs within six months of employment in this classification. In lieu of the LBUSD training, the incumbent will meet this standard if they have completed the trainings in the three above listed programs through the Lindamood-Bell Learning Processes centers.

**Experience:**

Six months of experience working with children in a structured learning environment. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal basis.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

**SPECIAL REQUIREMENTS:**

Bilingual Certification: Some positions in this class may require the ability to effectively communicate, both orally and in writing in a language other than English. The following are examples of languages, which may be desired for specific positions: Cantonese, Hmong, Khmer, Lao, Spanish, Tagalog, Thai, and Vietnamese. Selective certification in accordance with Education Code may be effected to meet this requirement.

**WORKING CONDITIONS:**

Classroom and playground environment.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and classroom equipment.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to assist students.

Hearing and speaking to exchange information.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 08/21/97

Revised: 10/10/02

Revised: 6/19/03

Revised: 8/23/2007

Revised: 11/5/2009